

**ARMED FORCES
MEDICAL LIBRARY**

**SERVICES TO THE
DEPARTMENT OF DEFENSE**

**7th STREET & INDEPENDENCE AVE., S. W.
WASHINGTON 25, D. C.**

DECEMBER 1955

The Armed Forces Medical Library is the central Medical Library for the Department of Defense. Its aim is to make available to medical personnel within the Department of Defense the resources of the world literature of medicine and related sciences which have a bearing on their professional duties. The Library's services are naturally subject to limitations imposed by the availability of time and personnel; officers are therefore expected to exhaust the facilities of their local libraries before calling upon the Armed Forces Medical Library for additional aid. This applies to all categories of services listed here.

The Armed Forces Medical Library will 1) prepare microfilm and photoprint reproductions of individual journal articles, 2) lend books and journals, and 3) provide reference services, including the compilation of short lists of references. The Library does not act as a literature distribution agency.

FURTHER INFORMATION ABOUT ARMED FORCES MEDICAL LIBRARY SERVICES

Further information on the services of the Armed Forces Medical Library may be found in AR 40-405, Bu Med Inst 5070. 1A, AFR 160-110, 23 December 1952. Letters of inquiry should be addressed to:

The Director
Armed Forces Medical Library
7th & Independence Ave., S.W.
Washington 25, D. C.

Monday through Saturday 8 A.M. to 5 P.M.
Sunday Closed
Special hours of opening during the summer and on
holidays.

PHOTODUPLICATION SERVICES

1. What will be copied. The Armed Forces Medical Library will provide microfilms or photoprints of single articles in its journal collection free of charge to members of the Armed Forces who need such copies for their official duties. Neither entire journal issues nor copyrighted monographs can be reproduced without written permission of the copyright owner; nor can more than one copy of any work be furnished.

2. How to obtain photoduplication service.

(a) Requests for microfilm or photostats must be made on official order blanks, AFML Forms 48, which can be obtained upon request from the Armed Forces Medical Library. They should be filled out in duplicate giving the entire reference desired, and the original copy should be signed by the officer requesting the service. The order form should then be routed through the post or hospital library for transmittal to the Armed Forces Medical Library. Where there are no local library facilities, the requests may be sent directly.

(b) In order to expedite the photoduplication service, it is suggested that the number of requests made at any one time be limited, and that the total number of requests made be held within reasonable limits. Wherever possible, microfilm, rather than photoprints, should be used. It would help if the source of the reference were stated. In the case of research reports published by Agencies of the U. S. Government, it is recommended that officers request copies for retention from the issuing installation before ordering photoduplication copies from the Armed Forces Medical Library.

LOANS

1. What may be borrowed. The Library will make its materials available for loan to Department of Defense medical personnel on active duty within the Continental United States, with the exception of rare books, unbound journals, and a selected core group of reference books and journals. Books and journals are not loaned outside the United States. (Officers on active duty outside the United States have access to the Library's journal collection through the photoduplication service of the Armed Forces Medical Library described above.)

2. How loans should be requested. Requests for loans should be submitted through a local or station library. Material will be sent direct to medical officers as individual borrowers only where there are no local library facilities. Request forms for this service may be obtained from the Circulation Section, Reference Division, Armed Forces Medical Library.

3. Period of loan. Books and bound journals are loaned for a period of two weeks from date of receipt by borrower. The time may be extended for an additional two weeks if so requested. All books for the use of medical officers on active duty are shipped at government expense; they should be returned carefully wrapped in corrugated paper or stiff cardboard.

REFERENCE SERVICES

1. Telephone service and service to readers.

Reference librarians are available to help those who come to the library. Questions which require short searching will be answered by telephone (Code 131, Extension 65167 or 65168).

2. Bibliographical searches. Short lists of references and more extensive bibliographical searches on specific subjects can sometimes be undertaken, in response to written requests. As explained previously, it is expected that local resources will be exhausted before such requests are made. The request should state, 1) the subject of a requested search, defined in considerable detail with delineation of any special aspects which are of particular interest; 2) the years to be covered by the search; 3) the languages to be included; and 4) the sources already searched. It should be remembered that it is helpful to the bibliographer to know in detail the purpose for which a bibliography is to be used. A special form (AFML Form 16) to use in submitting requests for searches is available from the Reference Division, AFML.

3. Selection of material for photoduplication.

In compiling bibliographies for medical personnel overseas, the librarian will arrange, on request, to have a few of the most important articles photoprinted and forwarded at once. The recipients of the bibliographies may then request photoduplication of additional articles as desired. (See page 3.)

4. Abstracting and translating. The Armed Forces Medical Library does not provide translating or abstracting services, but searches will be made for abstracts or translations already appearing in the literature, when this is desired. Names of private abstractors and translators can be supplied upon request, as well as a leaflet listing sources about existing translations.

PUBLICATIONS

1. The Current List of Medical Literature is a monthly publication of the Library which lists the contents of selected scientific journals currently received. A subject and author index is included with each issue, and a semi-annual cumulation of the indexes is also furnished. The Current List is distributed on request in limited quantities to installations and offices within the military establishment.

Subscriptions to the Current List are available through the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., at \$13.50 a year (\$17.00 for foreign subscriptions).

2. The Subject Heading Authority List used by the Current List Division, Armed Forces Medical Library, contains all the main headings and cross references, as well as the complete tracings utilized in the Subject Index of the Current List of Medical Literature. This publication is available from the Superintendent of Documents, Government Printing Office, at \$1.75 per copy.

3. Armed Forces Medical Library Catalog. This annual publication contains the record of books and journals cataloged during the year; the material is arranged both by author and by subject. The first quinquennial cumulation of the Catalog, covering the years 1950-1954, has just been issued, in 6 volumes. Major medical installations of the Armed Forces receive the Catalog by distribution from the Library; others may purchase the six-volume set for \$64 by placing orders direct with the publisher, J. W. Edwards, Inc., Ann Arbor, Michigan.

4. The Library's Catalog Cards for the current year are available on subscription from the Card Division, Library of Congress. The cards are sold

only as a complete series, and only one copy of each card is furnished. Subscription is at the rate of one cent per card.

5. Army Medical Library Classification (1951) is out of print. A revised edition will be issued early in 1956.

6. The Index-Catalogue of the Library of the Surgeon General's Office is a publication of the Armed Forces Medical Library. Fifty-eight volumes have been published since 1880, in four series; the latest to appear is Volume XI of the Fourth Series, published in 1955. No more volumes in the regular series will be published, except for a Supplementary Series containing monographic material only, expected to be completed during the next decade. The Subject Index, the unpublished card file of material indexed for the Index-Catalogue up to 1950, is available to readers in the Library and by photoduplication to those at a distance.

7. Occasional bibliographies of a comprehensive nature on subjects of current interest are published and distributed free on request. Bibliographies on ACTH and cortisone, plasma substitutes, physiology of burns, gas gangrene, and military psychiatry have appeared since 1950. A bibliography on The Structure, Growth and Composition of Bone appeared in 1955, and a long bibliography on the chemotherapy of cancer will appear in 1956. A complete list of bibliographies is available on request.

THE REFERENCE LIBRARY OF THE OFFICE OF THE SURGEON GENERAL

Officers stationed in Washington may also make use of the Reference Library of the Office of The Surgeon General of the Army (Main Navy Building, Room 1651, Ext. 62352). This Library has a collection of current, chiefly domestic, journals, and recent text and reference books. A librarian is in charge to assist readers in the use of this collection.



